



TOWN OF ARLINGTON EQUAL OPPORTUNITY ADVISORY COMMITTEE

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476
PHONE (781) 316-3120 FAX: (781) 316-3129

**BARBARA BOLTZ, CHAIRMAN
ANDREA HAAS
AUGUSTA HAYDOCK
JACK JONES
LORI LENNON**

**CARYN COVE MALLOY
EQUAL OPPORTUNITY OFFICER**

Equal Opportunity Advisory Committee Meeting Minutes Wednesday May 8, 2019 7:00 p.m.

Present: Barbara Boltz, Chairperson, Caryn Malloy, Jack Jones, Augusta Haydock, Andrea Haas

Absent: Lori Lennon

Also Present: Residents: Michaiah Healy, Purvi Patwari,

Minutes

Andrea Haas moved approval of the April 10, 2019 minutes as corrected. SO VOTED

Current Job Openings

The Committee reviewed current job openings and hiring activity.

Michaiah Healy suggested that the Town explore using a google language analytic tool when developing and reviewing position descriptions. The tool can analyze the syntax and sentiment of words to detect whether or not position descriptions are drafted in such a way as to get the broadest possible candidate pool.

Augusta Haydock requested that Caryn Malloy explore the cost of having a vendor review all of the town's position descriptions reviewed for bias.

Current Bid Projects

Caryn Malloy and Augusta Haydock developed a list of talking points and questions for Town of Arlington contractors working on construction projects of over \$200,000. Augusta Haydock will be contacting the contractors on the Mill Brook Corridor and Spy Pond Edge and Erosion Control Projects to discuss the current makeup of their workforce and efforts to diversify their workforce.

School Diversity Task Group (SDTG)

Barbara Boltz indicated that she would report on this item at the next meeting.

Other Business

Caryn Malloy shared that she had recently attended a training on gender identity in the workplace through the Massachusetts Municipal Personnel Association. Committee members expressed that they would like to see similar training offered for Town Department Heads.

Andrea Hass moved to adjourn the meeting at 7:55 p.m.

Caryn Malloy
Equal Opportunity Officer